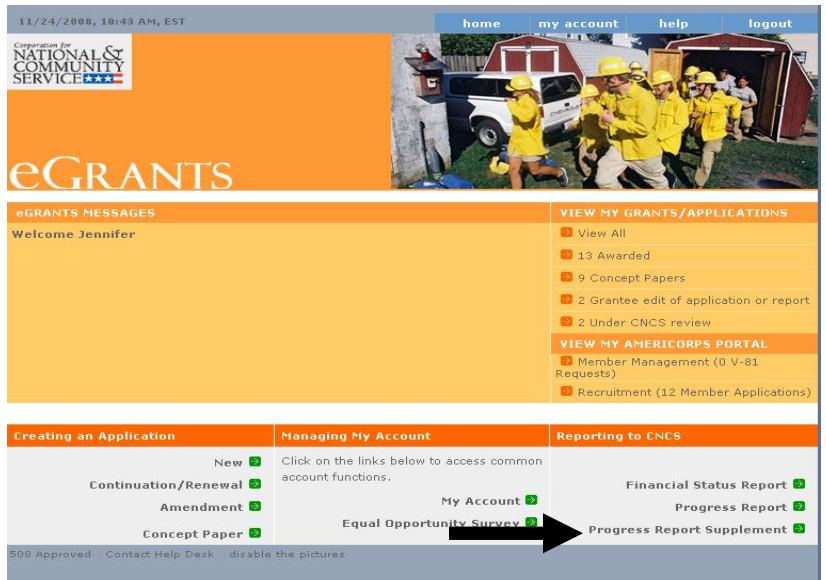


Instructions for Completing the VISTA Progress Report Supplement (VPRS)

Follow the instructions below to enter data for and submit your VISTA Progress Report Supplement (VPRS).

1. Log into your eGrants account using your user name and password. This will take you to the eGrants welcome screen.
2. Select **Progress Report Supplement** by clicking on the arrow next to it at the lower right-hand corner of the screen.



3. This screen lists your VISTA projects. Any projects for which Progress Report Supplements are due will show the reporting periods and report due dates below the grant number. Find the VISTA PRS for the desired reporting period and click on "edit".



- This screen confirms the basic information on your project. Review the information on the screen and confirm that it is the project for which you want to enter a report. If this is correct, click the “next” arrow at the top right-hand corner of the screen.

11/24/2008, 11:09 AM, EST

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Mark

PR Supplement

VISTA PRS

cancel next

For information about the Progress Report Supplement

VISTA PRS

Grant# 08VSPOR004 - VISTAS

Due Date: 01/31/2009

Status: PRS Initial Entry

Reporting Period: 10/01/2007 - 09/30/2008

Grant Info

Grant #: 08VSPOR004

Project Period
05/25/2008 - 08/15/2009

Legal Applicant Info

American Red Cross Oregon Trail Chapter
3131 North Vancouver Ave.
Portland, OR 97227

Community Volunteer Section

This section asks for data regarding community volunteers. First is the total number of Community Volunteers who served with your project over the course of the fiscal year. **For this category only**, enter the number of volunteers **and** the total number of hours served by those volunteers.

The next four questions ask about specific categories of community volunteers. For each of these, enter the number of volunteers that served, but **do not enter hours**. Simply enter “0” in the hours field.

If you do not know the number of volunteers for a specific category, enter “0”. Do not worry if these numbers do not add up to the total number of volunteers.

When you have completed the volunteer section, click “Next” in the upper right hand corner of the screen.

11/24/2008, 11:30 AM, EST

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Mark

PR Supplement

VISTA PRS

Community Volunteers

Resource Development

Client Information

Review and Submit

Grant Info

Grant #: 08VSPOR004

Project Period
05/25/2008 - 08/15/2009

Legal Applicant Info

American Red Cross Oregon Trail Chapter
3131 North Vancouver Ave.
Portland, OR 97227

Progress Report Supplement

back save next

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0. Be sure to scroll down to the end of each category to ensure completion of all required fields.

Community Volunteers

Community Volunteers	# of Vols	Hours
No. of individuals who served as community volunteers in your program	100	1000
No. of disadvantaged children and youth who served as community vols	10	0
No. of students who served as community volunteers	10	0
No. of Baby Boomers who served as community volunteers	10	0
No. of community volunteers who served in disaster related services	10	0

Tip: eGrants will not allow you to move from one screen to the next if any fields are left blank. Always enter “0” if you do not have data for a specific field.

Resource Development Section

This section asks for the dollar value of cash and non-cash resources developed by your VISTAs for the reporting period. As with the previous section, if there are no data to enter, **enter “0” in the appropriate field(s).**

When you have entered the resource information, click “Next” in the upper right-hand corner of the screen.

The screenshot shows the 'Resource Development' section of the eGrants system. The top navigation bar includes 'home', 'my account', 'help', and 'logout'. The left sidebar contains 'Welcome Mark', 'PR Supplement', 'VISTA PRS', 'Community Volunteers', 'Resource Development' (highlighted), 'Client Information', and 'Review and Submit'. The main content area is titled 'Progress Report Supplement' and includes a 'back', 'save', and 'next' button. Below this, a message states: 'All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0. Be sure to scroll down to the end of each category to ensure completion of all required fields.' The 'Resource Development' section contains two input fields: 'Dollar value of cash resources developed by VISTA members' (with a value of 10000.00) and 'Dollar value of non-cash resources developed by VISTA members' (with a value of 20000.00). The bottom sidebar shows 'Grant Info' with details for Grant # 08VSPOR004 and Project Period 05/25/2008 - 08/15/2009.

Client Information Section

This section collects data about the beneficiaries of programs that work with disadvantaged youth and programs that provide independent living services. Enter the appropriate numbers in each of the boxes corresponding to the questions. **If you do not work in these areas or do not have data to report in any categories, enter “0” in the appropriate field(s).**

When you have completed entering this information, click “Next.”

The screenshot shows the 'Client Information' section of the eGrants system. The top navigation bar includes 'home', 'my account', 'help', and 'logout'. The left sidebar contains 'Welcome Mark', 'PR Supplement', 'VISTA PRS', 'Community Volunteers', 'Resource Development', 'Client Information' (highlighted), and 'Review and Submit'. The main content area is titled 'Progress Report Supplement' and includes a 'back', 'save', and 'next' button. Below this, a message states: 'All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0. Be sure to scroll down to the end of each category to ensure completion of all required fields.' The 'Client Information' section contains two tables. The first table, 'Disadvantaged Youth / Mentoring', has two columns: 'Disadvantaged Youth / Mentoring' and '# of Clients'. It includes three rows for 'No. of disadvantaged children and youth served through your program', 'No. of children of incarcerated parents served through your program', and 'No. of individuals mentored through your program'. The second table, 'Independent Living Services', also has two columns: 'Independent Living Services' and '# of Clients'. It includes one row for 'No. of clients receiving indep. living services through your program'. The bottom sidebar shows 'Grant Info' with details for Grant # 08VSPOR004 and Project Period 05/25/2008 - 08/15/2009.

Review and Submit

This screen allows you to review and edit the information that you have entered. To review the data, click on “**View/Print PRS.**” To edit any of your data, click “**edit**” next to the screen you wish to update.

When you have completed your review and made any necessary changes, submit your report by clicking on the arrow next to “**Submit Progress Report Supplement**” at the bottom of the page.

This will complete the submission of your VISTA Progress Report Supplement.

The screenshot shows the 'Review and Submit' section of the eGrants system. The top navigation bar includes 'home', 'my account', 'help', and 'logout'. The left sidebar contains 'Welcome Mark', 'PR Supplement', 'VISTA PRS', 'Community Volunteers', 'Resource Development', 'Client Information', and 'Review and Submit' (highlighted). The main content area is titled 'VISTA PRS' and includes a 'back' button. Below this, a message states: 'Please review and submit your information'. The 'Review and Submit' section contains the following information: 'Grant# 08VSPOR004 - VISTAS', 'Due Date: 01/31/2009', 'Status: PRS Initial Entry', and 'Reporting Period: 10/01/2007 - 09/30/2008'. Below this, there are three rows: 'Community Volunteers: edit', 'Resource Development: edit', and 'Client Information: edit'. At the bottom, there are two rows: 'Available Actions: View/Print PRS' and 'Submit Progress Report Supplement' with a green arrow pointing to it.